

THE GLEDDINGS PREPARATORY SCHOOL

Health and Safety Policy including Out of School Activities and Visits (Appendix 1)

This policy applies to all pupils in school, including Early Years Foundation Stage and out of school care and clubs.

This policy takes account of the following documents and guidance:-

- The Education (Independent School Standards) Regulations April 2014
- The Independent School Standards Commentary on the Regulatory Requirements September 2016
- The Management of Health and Safety at Work Regulations 1999
- Every Child Matters documentation
- Statutory Framework for the Early Years Foundation Stage 2016
- The Health and Safety at Work etc Act 1974
- Health Protection Agency 2004 documentation
- COSHH Manual
- Regulatory Reform (Fire Safety) Order 2005
- DFE Guidance 2014 Health and Safety DFE Advice on Legal Duties and powers for Local Authorities, Head Teachers, Staff and Governing Bodies
- HSE Use of Contractors
- HSE Preventing Slips and Trips at Work

Documents in connection with The Gleddings Health and Safety Policy and all procedures are to be found as follows:

Ref	Evidence required	Location
a)	Training of staff in health and safety including risk assessments	File in Bursar's Office
b)	Consultation arrangements with employees	Within H & S Policy
c)	Recording and reporting accidents to staff, pupils and visitors - including those reportable under RIDDOR	Within H & S Policy
d)	Policy & procedures for off-site visits, including residential visits and any school-led adventure activities	Appendix to H & S Policy
e)	Dealing with health & safety emergencies - procedure & contacts	Critical Incident Policy
f)	First aid and supporting medical needs (may refer to First Aid Policy)	Within H & S policy/Designated first aiders
g)	Occupational health services and managing work-related stress	Within H & S Policy
h)	Workplace safety for teachers, pupils & visitors	Within H & S Policy
i)	School security	Within H & S Policy
j)	Violence to staff (may cross over to Behaviour Policy)	Code of Conduct
k)	Manual handling	Training records in Bursar's Office
l)	Slips and trips	Within H & S policy
m)	On-site vehicle movement	Within H & S policy
n)	Management of asbestos	Consultant's report and actions in Site Management folder

o)	Control of hazardous substances	COSHH folder in kitchen and Data sheets for Site Manager/cleaner in Site Bursar's folder
p)	Selecting and managing contractors	Signed H & S documents - Site Manager's folder Insurance schedules - Manager's office
q)	Maintenance (and where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)	Site Manager's folder
r)	Fire safety, including testing of alarms and evacuation procedures	H & S Fire folder at Front Desk

This policy should be read in conjunction with the following policies, documents and procedures:-

- Asthma
- Behaviour and Discipline Policy
- Child Protection and Safeguarding Children
- Code of Conduct
- Critical Incident
- Fire Evacuation
- First Aid and Administering Medicines
- Food, Catering and Hygiene
- Induction procedure
- Management of Stress in the Workplace Risk Assessment
- No Smoking
- Procedure for Collecting Children from School
- Risk Assessments
- Staff training records - Health and Safety
- Sun Protection
- Supervision

PURPOSE OF THIS POLICY

The Headteacher (the Employer) of The Gleddings Preparatory School recognises and accepts that the health and safety at work of all employees, whether on the employer's premises or carrying out the employer's business elsewhere, is the responsibility of the employer. A duty of care also extends to ensure the health and safety of all children and pupils and members of the public who may be working or visiting the premises of the school.

IN CASE OF EMERGENCY

Duty staff carry school mobile telephones to contact the front desk in case of emergency in the playground.

Contacting the Emergency Services

Request for an Ambulance/Police/Fire Brigade

Dial 999, ask for ambulance/police/fire brigade and be ready with the following information

1. Your telephone number - **01422 354605**
2. Give your location as follows:
**The Gleddings Preparatory School
Birdcage Lane
Savile Park
Halifax
HX3 OJB**
3. State that the postcode is: **HX3 OJB**
4. Give exact location in the school/setting
5. Give your name
6. Give details of incident or name of child and a brief description of child's symptoms (if ambulance)
7. Inform Emergency Control of the best entrance and state that the crew will be met and taken to the incident/casualty

Speak clearly and slowly and be ready to repeat information if asked

1. EMPLOYER'S RESPONSIBILITIES FOR HEALTH AND SAFETY

1. To create and maintain a safe and healthy working environment as is reasonably practicable for all employees, pupils and visitors.
2. The implementation of all statutory regulations appertaining to health and safety. Where statutory regulations do not apply, the Headteacher will use appropriate guidelines in maintaining a safe place of work including:
 - The provision of and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
 - The appropriate use, manual handling, storage and transport of all articles and substances.
 - The provision of such information, instruction, training and supervision as is necessary to ensure (so far as is reasonably practicable) the safety of all employees, children/pupils and visitors.
 - The maintenance of the premises in a condition that is safe and without risk to health, including the monitoring of asbestos.
 - Restricting on-site movement of traffic between 7.30am and 5.30pm without supervision.
 - The provision and the maintenance of means of access and egress that are safe, secure and without risks.
 - PPE (Personal Protective Equipment) is provided for all staff to use where required.
3. The employment of persons who are competent in the work for which they are employed.
4. Assessing the risks to staff and others affected by school activities (including on site, off site and residential activities) in order to identify the health and safety measures that are necessary. In certain circumstances, keep a record of the significant findings of that assessment. In

addition introduce measures to manage those risks (risk management) and tell employees about the risks and measures to be taken to manage the risks.

5. Report serious work related injuries or dangerous occurrences (REF Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - RIDDOR) (Tel no - 0845 300 99 23)
 - i. Deaths
 - ii. Major injuries
 - iii. Other 7-day injuries (where an employee is away from work or unable to perform normal duties for more than 7 days). These must be reported within 15 days.
 - iv. An accident which causes injury to pupils, members of the public, other people not at work that requires removal from the scene to hospital
 - v. Something that does not result in an injury but could have done.
6. Consult with staff on all matters relevant to the health, safety and welfare of all and to ensure the provision of all necessary protective clothing and equipment, and to ensure staff are aware of access to occupational health services and the management of work related stress.
7. Uphold a 'no tolerance' approach to any violence or aggressive or abusive behaviour by any person towards staff, pupils or parents including a ban from entering school. Please also refer to Behaviour and Discipline Policy.
8. New members of staff undertake a Staff Induction which includes Employer and Employee Health and Safety procedures.
9. Appointing and Managing Contractors.
It is the responsibility of the Employer's Health and Safety management team and site manager to ensure that all Contractors adhere to the school's Health and Safety Policy and that they provide the following documents prior to commencement of work:
 - Contractor's own risk assessment
 - Original documents relating to industry regulated qualifications
 - Public Liability insurance
 - Method statement.
 - Where possible, references will be sought from existing customers.For guidance on the above refer to the HSE Use of Contractors Guidance Notes.
10. To identify and control the risk of slips, trips and falls through regular risk assessments to ensure the safety of all.

2. EMPLOYEES RESPONSIBILITIES FOR HEALTH AND SAFETY

ALL EMPLOYEES ARE REMINDED THAT IT IS THEIR RESPONSIBILITY TO TAKE CARE OF THEIR OWN SAFETY, THAT OF THEIR PUPILS AND VISITORS AND TO CO-OPERATE WITH THE HEADTEACHER TO ENABLE HER TO CARRY OUT HER RESPONSIBILITIES.

All staff at The Gleddings MUST (Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and common law duty)

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with their employers on health and safety matters
- do their work in accordance with training and instructions
- inform the employer/school management of any work situation representing a serious and immediate danger, so that remedial action can be taken
- act as any prudent parent would do when in charge of pupils
- report any inappropriate procedures to ensure that all health and safety practice is proportionate, effective and appropriate
- consult on all matters appertaining to health and safety as required

Individually each employee will be expected to:

- be aware of the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied
- follow safe working procedures personally
- effectively supervise pupils including emergency procedures in respect of fire, bomb scare and first aid (if trained as a First Aider)
- observe standards of dress consistent with safety and/or hygiene
- exercise good standards of house keeping and cleanliness
- know and apply the emergency procedures in respect of Fire and First Aid (only those trained in First Aid to deliver)
- use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others
- co-operate with other employees in promoting improved safety measures in the school
- give clear instructions and warnings as necessary
- make suggestions for improvements
- use protective clothing, guards and suitable shoes (e.g. PE) etc
- identify risks and report to the Health & Safety Officer to determine whether risk assessments are required
- stop any unsafe practice
- identify slips, trips and fall hazards and report them to the Health & Safety Officer for immediate assessment and action.
- be mindful of the health and wellbeing of colleagues and report any concerns to Headteacher.

In working with children with learning disabilities all staff are expected to

- ensure that all equipment is safe and where appropriate seek specialist advice that it meets the required standards.
- pay particular attention to the health, safety and welfare of the pupils and interpret the health and safety requirements in terms that such children/pupils can understand, especially evacuation arrangements in case of fire or other emergencies.

3. PUPIL RESPONSIBILITIES FOR HEALTH AND SAFETY

Pupils will:

- exercise personal responsibility for the safety of self and classmates.
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery, earrings etc).
- observe all the safety rules of the School and in particular the instructions of teaching staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- apply the **YOU CHOOSE** and **Think** ideology and practice to all activities

ALL PUPILS AND PARENTS WILL BE MADE AWARE OF THE CONTENTS OF THIS PARAGRAPH.

4. PARENT AND VISITOR RESPONSIBILITIES FOR HEALTH AND SAFETY

Parents, regular visitors and other users of the premises are required to observe the safety rules of the school. Parents helping in the school will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

5. The SENIOR MANAGER with overall responsibility for health and safety is CHRISTINE SHARPE

The named person with responsibility for Health and Safety is **WENDY HOUGHTON**.

Their responsibilities are:

1. to be responsible to the Headteacher (employer) for the application of the Health and Safety Policy
2. to ensure the policy is effectively implemented, universally understood and regularly monitored within the Statutory Compliance Working Group (SCWG) and revised as necessary. Monthly compliance meeting held with site manager to monitor and update.
3. to be aware of all current legislation and all new, amended and updated material
4. to receive reports of all defects, hazards and problems regarding health and safety matters and ensure that all are dealt with effectively
5. to seek advice from experts
6. to stop any unsafe practice
7. to procure all necessary training for existing and new staff, including risk assessment.
8. to ensure building and site surveys are carried out 3 yearly, that defects are reported and repairs are actioned by competent contractors (where possible outside of normal school hours) in compliance with all regulations
9. to work with the Health Manager to ensure the provision of First Aid (See First Aid and Asthma Policies) by appropriately trained individuals
10. to ensure Fire Safety and Evacuation procedures including the testing of alarms (See Fire and Evacuation Policy)
11. to refer any incidents of work related stress to the Headteacher and procure the necessary occupational health and expertise
12. to establish and maintain safe working procedures in connection with the use, handling, storage and transport of articles and substances
13. to inspect work spaces, equipment, furniture and act accordingly
14. to ensure safe and rapid reaction to all spillages - PPE is provided for this
15. to provide any necessary training in manual handling appropriate to all types
16. to control on-site vehicle movements and make necessary restrictions between 7.30am and 5.30pm
17. to comply with all legislation to manage asbestos, control hazardous substances (COSHH) recording risk at least once per year
18. to correctly dispose of waste material
19. to secure checks on gas and portable electrical equipment, glazing and exhaust ventilation and display certificates as required
20. to ensure adequate and correct guarding of machinery and general inspections of plant, equipment and machines
21. to bring to the attention of the Headteacher immediately any hazard or hazardous occurrence which might give rise to accident or injury (See Critical Incident Policy)
22. to review building and site security regularly to ensure the well being of pupils and staff in the building and the prevention of break ins.
23. to ensure **NO SMOKING** within the building and grounds (See No Smoking Policy)
24. to maintain a whole school rota to guarantee the supervision of all pupils at all times by appropriately qualified staff in the correct ratio of pupils to staff as age appropriate
25. to apply and maintain appropriate pest control measures through an independent contractor.
26. management of contractors to comply with the school Health and Safety policy Employers Responsibilities and the HSE Use of Contractors guidelines.

Notes

1) Risk Assessment

A commonsense and proportionate approach is taken towards risk assessment mindful of the need for children to undertake activities safely whilst not preventing activities from taking place. A written assessment is not required for every activity but where activities, especially those happening away from school such as canoeing and sailing, involve higher levels of risk an assessment of significant risks should be carried out. The person assessing the risk will understand the risk and be familiar with the activity planned. Reference Health and Safety at Work Act 1974, DFE Advice on Legal Duties and Powers February 2012.

- 2) There are two **Health and Safety Law** Posters for The Gleddings - one is displayed along the staff corridor behind the reception desk, and one in the kitchen.
- 3) The **First Aid Boxes** are located in the Medical Room and the Kitchen, and the **Accident Book** is located at the front desk. There is also a first aid kit in the DT Workshop.
- 4) The risk assessment of slips, trips & falls will be monitored through the daily building check by the site manager. Additional checks will be made throughout the day by all staff and in both cases any identified risks should be reported to the Health & Safety Officer for advice and guidance.

This policy was updated in December 2016.

Signed:
Manager

Signed:
Headteacher

Next review: December 2017

THE GLEDDINGS PREPARATORY SCHOOL

Out of School Activities and Visits

This policy applies to all pupils in school, including Early Years Foundation Stage.

This policy takes account of the following documents and guidance:-

- The Education (Independent School Standards) Regulations April 2014
- The Independent School Standards Regulatory Requirements September 2015
- School Trips and Mini Bus Safety ROSPA
- Calderdale LEA Guidelines
- First Aid and Administering Medicine Policy
- Health and Safety Executive (HSE) School trips and outdoor learning activities - Tackling the health and safety myths (November 2011)
- Health and Safety DFE Advice on Legal Duties and Powers for LAs, Headteachers, Staff and Governing Bodies (February 2012)
- School Trips and Outdoor Learning Activities (Health and Safety Executive) June 2011
- Statutory Framework for the Early Years Foundation Stage 2015

Policies to be read in conjunction with this policy:

- First Aid and Administering Medicines
- Behaviour and Discipline
- Child Protection and Safeguarding Children
- Equal Opportunities
- Special Educational Needs, Learning Difficulties or Disabilities and Inclusion
- Misuse of Drugs/Alcohol
- Asthma
- Physical Activities
- Critical Incident
- Anti Bullying
- Supervision

PURPOSE OF POLICY

Out of school visits and activities help to provide a broad, balanced and stimulating curriculum for pupils in EYFS, KS1 and KS2 and enhance the work that is done in the classroom. All precautions will be taken to ensure that the school's health and safety requirements are met and that all reasonable steps will be taken to keep children safe.

The Headteacher retains overall responsibility for the health and safety of pupils on and off site but delegates responsibility for out of school trips and activities to suitably qualified staff. (Reference Health and Safety Policy)

1. Staff must inform the Headteacher and receive her permission for any out of school visit or activity so that she knows when children are out of school or representing the school and when they are expected to return
2. All visits must be thoroughly planned. The Trip Booking Checklist must be completed on each occasion and handed to the Bursar.
3. Teachers must ensure that when required careful risk assessments are carried out so that the necessary safety precautions can be taken and at no time children are put at risk. Risk

Assessments must be signed by the Headteacher. (See Health and Safety of pupils on Educational Visits: A Good Practice Guide. www.teachernet.gov.uk - a form can be downloaded and should be filled in).

4. All the adults, helpers and children are informed of the basic rules and procedures for the visit/activity and these are made clear to the class/group before they leave school.
5. Parents are provided with appropriate information about each school trip or visit (where their child will be at all times and any extra safety measures required) and parent written consent is sought for nursery age children.
6. Written consent from parents will be requested for activities that need a higher level of risk management and for those that take place out of school hours, including permission for emergency medical treatment if the parents cannot be contacted. This must be written permission on a tear-off slip.
7. Parents will sign a consent form (See Appendix 3) which covers a child's participation in activities referred to in (6) (see <http://www.education.gov.uk/schools/adminandfinance/healthandsafety>)
8. Parents will be given the opportunity to withdraw their child from any particular school trip or activity.
9. The visit or activity leader must take into consideration the specific needs of the pupils, e.g. those with special needs, dietary requirements or medical conditions requiring special equipment or medication. The latter to be held and dispensed by the Paediatric First Aider.
10. A paediatric first aider will always accompany the visit or planned activity.
11. A ratio of 1 adult to 8 pupils should be used for planning visits, including EYFS. Where there are SEN support staff they must supervise the child/pupil they are responsible for and not be included in the overall child to adult ratio count.
12. All staff must familiarise themselves with this policy and the health and safety policy and know who they are to contact in cases of emergency.
13. A full list of pupil's names, home telephone numbers and all contact numbers must be taken by the leader of the visit or activity
14. Pupils must be informed and reminded about the expectations of their behaviour whilst out of school to ensure the safety of all
15. Records should be kept about the vehicles in which the children are transported including the insurance details and a list of named drivers. All children should wear seatbelts on the transport provided. Staff leader MUST ensure this happens.
16. The visit or activities Leader is responsible for allocating and making clear the roles and responsibilities of any staff or volunteers included in outings out of school. The leader is also responsible for regular 'head counts' of the pupils to help ensure that no child is lost (e.g. on and off transport, entering and leaving buildings or grounds).
17. Pupils must be appropriately supervised by a member of staff when visiting public toilets on a school outing. Children will not be allowed to visit a public toilet unaccompanied by an adult. The children must be allowed to use the separate toilet cubicles unattended.
18. Any child becoming ill or injuring themselves whilst on a school outing must receive immediate attention by the paediatric first aider. The Leader is responsible for informing the Headteacher immediately by telephone. The Headteacher, Leader and paediatric first aider will make a joint decision as to the best plan of action based on the given circumstances, i.e. the place of visit; the distance from school; the number of staff available; and the location of the child's parents.
19. All the pupils on the school outing should easily be identifiable e.g. their uniforms/dress/use of badges.
20. A mobile phone must be carried by the Leader responsible for organising the visit or activity at all times. The phone MUST be switched 'on' at all times. If the school group is

divided into smaller groups, each adult in charge of the smaller group of children/pupils must also carry a mobile phone which is active.

21. If a pupil becomes lost on a school outing, all the pupils must be gathered together in an area where they can easily be contained and supervised by the minimum child adult ratio. Any surplus staff should then search for a missing child after first ascertaining when the pupil was last seen. The emergency services must be contacted if the pupil is not found quickly. The Headteacher must also be informed immediately.
22. The Leader should ensure that the Check List is actioned. (See Appendix 2)

Note

Risk Assessment

A commonsense and proportionate approach is taken towards risk assessment mindful of the need for children to undertake activities safely whilst not preventing activities from taking place. A written assessment is not required for every activity but where activities, especially those happening away from school such as canoeing and sailing, involve higher levels of risk an assessment of significant risks should be carried out. The person assessing the risk will understand the risk and be familiar with the activity planned. Reference Health and Safety at Work Act 1974, DFE Advice on Legal Duties and Powers February 2012.

APPENDIX 2

Check list for out of school activities/visits.

1. First Aid Kit
2. Mobile Phone
3. Sick bags
4. Spare plastic bags for wet/dirty clothing
5. Class list/ telephone numbers/contact number
6. Emergency money
7. Inhalers/Epipens if required
8. Spare clothing
9. Sufficient kit for all children and at least one spare
10. The name, address (possibly map) and telephone number of the place/venue being visited
11. The booking form/receipt if needed
12. Programme for the visit
13. Sufficient adults to ensure a correct ratio
14. Wet or inclement weather plans.
15. Resources needed to make the trip/activity successful
16. Critical Incident Protocol Card

APPENDIX 3



Consent from parents/carers for a school visit

School/Group: The Gleddings Preparatory School

This information will be kept for the duration of the school year and taken on school trips.

Child's name:

MEDICAL INFORMATION

Allergies

Does your child have any allergies? (including medication) YES / NO

If YES please specify:

If YES, does your child have medication in school for this? YES / NO

Please specify:

Asthma

Does your child suffer from Asthma? YES / NO

Should your child carry an inhaler? YES / NO

Does your child have a current School Asthma Card in school? YES / NO

(If not please request a School Asthma Card from reception and return to school when completed).

Does your child have any conditions requiring medical treatment (if different from above) including medication? YES / NO

If YES please give brief details:

Staff will carry with them basic first aid kits.

Please indicate below your permission for us to use:

Plasters

Cleansing wipes

Bite/sting relief

Should the need arise for further medical attention we will contact you.

Staff may decline to take a student on a trip if they feel their medication may affect their ability to cope with the activities being carries out

DIETARY REQUIREMENTS

Please outline any special dietary requirements for your child:

CONTACT DETAILS		
FIRST EMERGENCY CONTACT - MUST BE A PARENT		
Name:		
1 st emergency contact number:		
2 nd emergency contact number:		
Any additional contact number(s):		
SECOND EMERGENCY CONTACT		
Name:		
1 st emergency contact number:		
2 nd emergency contact number:		
Any additional contact number(s):		
OTHER EMERGENCY CONTACT(S)		
Name:	Name:	Name:
Number:	Number:	Number:
FAMILY DOCTORS DETAILS		
Name:		
Number:		
Address:		
<p>Please sign and date the form below if you are happy for your child to be given first aid or urgent medical treatment during any school trip or activity.</p> <p>Print full name:</p> <p>Signature:</p> <p>Date:</p>		

Please feel free to add any further information below.